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NCBC GULFPORT  
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TIER I PARTNERING TEAM MEETING MINUTES 10 AND 11 JULY 2012 NCBC GULFPORT  
MS  
7/11/2012  
TETRA TECH

**FINAL NCBC GULFPORT TIER I PARTNERING TEAM MEETING MINUTES  
GULFPORT, MISSISSIPPI  
JULY 10-11, 2011**

**MEETING ATTENDEES**

**Team Members:**

Charles Cook	Navy RPM
Gordon Crane	NCBC Gulfport, IRP Manager
Bob Merrill	MDEQ
Jon Overholtzer	CH2M Hill, Project Manager
Greg Roof	Tetra Tech, Project Manager

**Adjunct Members/Guests:**

Libby Claggett	Tetra Tech, Scribe
Bill Olson	Tetra Tech, Project Scientist
Nancy Rouse	The Management Edge, Facilitator
Debbie Humbert	Tetra Tech, Tier II Link
Lisa Noble	NCBC Gulfport (Day 1)

**Absent Members:**

None

**1. Meeting Opening**

The meeting began at 9:00 a.m. CT. The Team checked in and shared events since the last meeting. The ground rules were read. The meeting leader will be Charles Cook, and the timekeeper will be Gordon Crane.

**2. Approval of Minutes**

Team members reviewed and approved the April 2012 minutes.

**Consensus Item:** The April 2012 meeting minutes were approved as final.

**3. Review Action Items, Previous Plus/Delta, and Parking Lot**

Team members reviewed and updated the action item list and parking lot and reviewed the April 2012 plus/deltas.

Action Items				
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A-0611-08	Gordon Crane	Ongoing	January 2012	Gordon is to inform the "front office" that the Site 3 Decision Document is coming.
A-0911-10	Charles Cook and Greg Roof	Ongoing	3/30/2012	Charles and Greg are to prepare an information package with conceptual ideas regarding the cap design at Site 1 and schedule a meeting with NCBC personnel.
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A-0412-20	Gordon Crane	Done	04/30/2012	Gordon is to book the Good Deeds Community Center for the July 2012 RAB meeting.
A-0412-21	Gordon Crane	Done	06/30/2012	Gordon is to investigate passes for Team members to have a site tour at NCBC Gulfport. <b>Update:</b> Team members without RAPIDGate would need to have a Navy escort (Charles).
A-0412-22	Charles Cook	Ongoing		Charles is to develop a Success Story on the money saved at Site 3.

**Action Item:** Jon is to send the Site 4 Completion Report to Charles (internal draft).

**Action Item:** Charles is to review the Site 4 Completion Report and provide comments to Jon.

**Action Item:** Jon is to incorporate Charles' comments on the Site 4 Completion Report and distribute the draft hardcopies.

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**Action Item:** Greg is to send Bob M. a topographic base map with 10- to 20-foot contour intervals for the Site 3 (and possibly Site 1) RI Amendment.

**Action Item:** Gordon is to schedule a base tour for the October 2012 meeting.

Previous Plus/Delta	
+	Δ
Nice meeting room	Training after the meeting closeout and lunch – possibly eliminate the group training with Meridian
Nice hotel	Success Stories not being developed
Good Site 3 discussion and agreements	
Meeting in Jackson for a change	

**Consensus Item:** Team members approved the draft April 2012 meeting minutes as final.

#### 4. Agenda Review

Team members reviewed the agenda and modifications were made accordingly.

#### 5. RAB Meeting Review

Two RAB members and one community member were in attendance. Tetra Tech provided presentations. The community member commented that more people need to come to the meetings, but may not because the presentations are too technical and they do not understand. It was suggested that acronyms

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not be used in presentations. Posters would help the community members understand more as well. Gordon stated that he could have posters made at the base if he is given the information in advance.

Gordon suggested gathering all the fact sheets and including them in one packet so that community members can see what was done and where things are now. Currently, the Community Involvement Plan does not address the way items are presented to the public. There is not enough room in the Gulfport library to house a printed Administrative Record; also, dated material needs to be re-written and graphics need to be updated.

Discussed whether something should be created to show the public that the Navy has completed their environmental assessment and cleanup of the herbicide orange issue. This is still an issue for some community members who do not realize the cleanup is finished.

Presentations should be prepared so the general public can more readily understand them. Presenters can add more technical information verbally, if needed. If acronyms are used, an acronym list should be given to the attendees. The base map should be put on the back of the RAB agenda.

**Action Item:** Gordon and Greg are to discuss and identify outreach materials for the general public.

## **6. NAVFAC RPM Update**

The Navy is currently transitioning the CLEAN contractor. If there is work that Tetra Tech needs to perform, a firm fixed-price contract can be awarded. Charles will need to gather information and a realistic schedule for each site to determine the path forward for funding and contracting. There also needs to be more coordination between meetings in order to have the best utilization of funding. Debbie added that the Period of Performance for all Contract Task Orders under the CLEAN IV contract will be expiring and need to be extended.

**Action Item:** Charles and Greg are to develop a realistic schedule for the sites at NCBC Gulfport.

## **7. Site 4 Long-term Monitoring Results**

Bill presented the Site 4 presentation that was given at the RAB. The long-term monitoring for Site 4 is focused on groundwater (chlorinated solvent plume). The material in the canal was excavated, placed back into the landfill, and capped. Nine wells were sampled for VOCs, metals, dioxins, natural attenuation parameters, and microbes. Additional monitoring wells will be required to the north and west of GPT-04-28. Tetra Tech will install them at the locations presented and present the results at the next meeting.

## **8. Tier II Update**

The last meeting was held June 5-6. This Team meets face-to-face twice a year with a conference call in between. Due to contractual matters, a facilitator was not at the meeting and there was a last minute change to the meeting location. Major discussion topics on the MDEQ update included beach assessment, a new NPL site in Mississippi, NASA work trailed off significantly, and the FUDs program. A NIRIS presentation was given by Mike Kuhn via telephone. The NAVFAC update included new sites at Meridian and Gulfport, LUC Tracker, developing a map viewer to support GIS applications, and NCBC Gulfport site updates. Key issues included the performance-based contracts (mainly affecting the Air Force), construction site clearance master plans, DSMOA, FUDs, vapor intrusion, and the use of natural attenuation in Region IV.

## **9. Remedial Actions at Landfill Sites**

Team members discussed the issues involved with landfill sites in flood zones and why impermeable caps are not necessary in flood zones. This was a continuation of the discussion at the last meeting.

Greg wanted to ensure that the team was in agreement that Sites 1, 2, 3, and 7 were in current or past flood plains and impermeable caps over these old landfills would provide little benefit. The Team discussed the issue, reviewed the floodplain map with the landfills highlighted and agreed in principal with this. At this time, impermeable caps will not be installed for these sites; 2 feet of cover will be used instead.

## **10. Sites 1 and 3 Cover Thickness Investigations**

Bill provided a presentation on the Site 3 Landfill Cover Assessment. Golf course fill material was found over the site during an assessment in 2009. Grid sampling was conducted to identify soil profiles to 3 feet below land surface. Buried waste was identified at 8 sampling locations within 3 feet of ground surface. Identified waste included metal, glass, wire, and fabric. Surface soil PAHs were identified at 3 locations. Two feet of cover will be placed on top of the area of contamination. The cover will be made as level as possible to return the site to beneficial use.

Bill also provided a presentation on the Site 1 Landfill Cover Assessment. Metallic debris was found during a geophysical investigation. Landfill gas and geotechnical sampling was conducted. Vertical soil profiles down to 3 feet were conducted at 58 locations and now buried waste was found. The geotechnical analysis of surface soil indicates 75 to 80% sand. Buried waste within 2 feet of land surface was not found. Based on the recent investigations, no further capping is required at the site. Bob M. questioned the slope of the site (shape of a bowl) and if it needed to be raised, leveled, and sloped correctly so it does not collect water. Greg suggested adding drainage lines instead of hauling in a lot of fill material. Discussion ensued regarding draining of the site. The flow from the canal is to the north to a retention pond. It was suggested the site be sloped or drained so that flow is off to the north.

### Alternatives for Site 1

- Drain
- Provide soil to slope
- Combination of drainage and retention pond

**Action Item:** Gordon is to identify if there are there any specialized uses planned for Site 1.

**Action Item:** Tetra Tech is to ensure a topographic map has been created for Site 1.

**Action Item:** Gordon is to verify if the area southwest of Site 1 can be used for drainage and/or retention.

**Action Item:** Charles is to look into the Executive Order to determine alternatives for Site 1.

## **11. Site 8 Off-Base AOC – Groundwater Sampling Update**

Bill provided a presentation on the Site 8 Off-Base AOC Groundwater Results. Dioxin TEQs from the Phase 2 sampling were less than the MDEQ TRG, and several metals had concentration exceeding the MDEQ TRGs. The Phase 2 drilling method isolated the upper 5 feet of surface material.

Per Bob M., there is no paperwork his office can find that took the Site 8 Off-Base AOC out of the Brownfields program. Bob M. needs to know what program the site will close under (an ongoing action item for Charles). The Navy (legal) is investigating an environmental easement so that residential construction will be prohibited.

## **12. Community Involvement Plan/NIRIS Public Web Page**

The draft Community Involvement Plan has been completed; waiting on aerals.

Mike Kuhn, Tetra Tech Pittsburgh, is the Regional Database Manager. All administrative records for the bases are being populated in NIRIS. Once it is decided which information needs to be made available to the public (by the Team), the documents will be posted on a web site (community page) the public can access.

**Action Item:** Greg is to verify if funding is available to product the public web page content.

### **13. Site 7 Geophysics and Soil Gas Results**

The geophysics investigation found metal and debris above ground. The passive soil gas investigation detected methylene chloride and chloroform; the chloroform concentrations were extremely low. The next phase of the investigation begins Monday, July 16. Additional permanent, flush mount monitoring wells will be installed and sampled, and ten soil borings will be collected (40-foot) to screen the soil and look at lithology. A vertical 3-foot cover profile will also be created for Site 7.

### **14. Review Day 1**

Team members reviewed action items generated on Day 1 and began a plus/delta list.

### **DAY 2**

The Day 2 meeting began at 9:00 a.m. CT.

### **15. Check-In/Opening Remarks**

Team members conversed of prior night events.

### **16. Review Exit Strategy/Long- and Short-term Goals, Document Review Status, Scheduling, and Team Communications**

Team members reviewed and commented on the document schedule (Gantt Chart) that was created for NCBC Gulfport. The Exit Strategy was reviewed and updated accordingly.

**Action Item:** Greg is to send the document schedule to Team members.

**Action Item:** Libby is to send a hardcopy of the Site 4 Decision Document to Bob Merrill.

Charles would like to have a teleconference every 3 weeks for a document status update and to review action items. Team members discussed the pros and cons involved in having a regular call.

**Consensus Item:** Team members reached consensus to have a monthly call on the first Monday of the month at 2:00 p.m. EST. If the first Monday is a holiday, the conference call be held the following Monday.

**Action Item:** Libby is to set up a monthly conference call for the first Monday of each month at 2:00 p.m. EST.

### **17. Adjunct Status for Team Members**

In the future, Shaw will be involved in the work at NCBC Gulfport and there will be times Shaw personnel will need to be present at Team meetings. Charles stated the Shaw personnel would be adjunct Team members and would not be a voting Team member unless the consensus item requires their expertise. As CH2M HILL is transitioned off the Team, Jon would become an adjunct member.

**Consensus Item:** The Team reached consensus that the RAC member's status on the Team will be changed from core to adjunct due to reduced activity.

### 18. Brainstorm Site 3 Success Stories

The Success Story for Site 3 is cost savings on the landfill, and the principles could affect other landfill sites (Sites 1, 2, and 7).

**Action Item:** Charles is to verify the purpose and schedule of the Site 3 Success Story.

If Sites 1 and 3 can be combined, the Success Story will have a greater impact. If the Success Story is being developed for a CNO Award, there is a specific format and they are due by the end of the calendar year.

**Action Item:** Gordon is to verify the submittal date for CNO Awards.

### 19. Round Table Discussion

Team members reviewed the parking lot.

### 20. Review Action Items and Consensus Items

Team members reviewed the action items and consensus items generated during the meeting.

### 21. Plus/Delta

Plus/Delta	
+	Δ
Lisa Noble at meeting	Distractions from electronic devices
Debbie Humbert at meeting	Side bars
Completed Day 1 agenda timely	Started meeting late
Important issues brought to the table on Sites 1 and 3	Needed an agenda call
Nice hotel	Need action items sent on a monthly basis to Team and sent for agenda call
Nice meeting space (and keys to meeting space)	
Document schedule	
Recognizing the Team is beginning to transition and open, honest conversation about it	
Debbie's experience and participation	
Ground rules better observed on Day 2	
All discussions productive	
Charles' idea to have a monthly conference call	
Bill's presentations	
Receptive to ideas on presenting to the general public	



## 22. Next RAB Meeting

**Next Meeting:** October 1, 2012, poster session (if needed) at 5:30 p.m. CT and presentations at 6:00 p.m.

**Location:** Good Deeds Community Center

October 2012 Proposed RAB Meeting Agenda		
Description	Presenter	Time
To be determined		

## 23. Meeting Closeout

**Next Meeting:** October 2-3, 2012, beginning at 9:00 a.m. CT on Day 1

**Location:** Hampton Inn, Biloxi, Mississippi

**Meeting Leader:** Charles Cook

**Timekeeper:** Gordon Crane

October 2012 Proposed Meeting Agenda			
Description	Presenter	Time	Category/Expectation
Meeting Opening: Check in, opening remarks, resource sharing, announcements, head count, and proxy assignments	Leader	15 min	Standard
Review Ground Rules	All	5 min	Standard
Minutes Approval	Leader	5 min	Consensus
Action Item / Parking Lot / Previous +/- Review	Leader	15 min	Standard
Agenda Review	All	5 min	Standard
Site 1 Update	Greg Roof	30 min	Information
Site 2 Update	Greg Roof	30 min	Information
Site 3 Update	Greg Roof	30 min	Information
Site 4 Update	Greg Roof	30 min	Information
Site 7 Update	Greg Roof	30 min	Information
Site 8 – DD, LTM, Closure			
LTM Update	Aerostar	30 min	Information
Exit Strategy Review	Greg Roof	15 min	Standard
Community Involvement Plan / RAB Meeting Review	Gordon Crane	45 min	Information
NIRIS Public Web Page	Bob Fisher	45 min	Discussion
Tier II Update	Bob Fisher	15 min	Information
Plan 2013 Meeting Dates	All	15 min	Consensus
Success Stories	Charles Cook		
Site Tour	Gordon Crane		Information
Training	Nancy Rouse	60 min	Learning
Round Table Discussion	All	15 min	Standard
Facilitator Feedback	Nancy Rouse	15 min	Standard
Meeting Closeout: Review dates of next meeting, prepare next meeting agenda, review action item list, and create +/- list	Team	30 min	Standard

## Future Meeting Dates

Dates

January 15-16, 2013

Location

Biloxi, Mississippi

### Conference Call Dates

August 6, 2012, 2:00 EST  
September 10, 2012, 2:00 p.m. EST  
November 5, 2012, 2:00 p.m. EST  
December 3, 2012, 2:00 p.m. EST

### 24. Facilitator Feedback

Meeting Accomplishments:

- Sites 3 and 1 – path forward and different alternatives
- Monthly conference calls and planning documents

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Consensus Number	Consensus Items
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C-0712-03	The Team reached consensus that the RAC member's status on the Team will be changed from core to adjunct due to reduced activity.

Parking Lot		
Item Number	Status	Parking Lot Issue
P-1211-03	Ongoing	Site 6 DD Update 07/2012: During the 5 year review, Steve Beverly stated that Site 6 should have a DD. Waiting on funding.
P-1211-04	Ongoing	Site 8 off-site AOCs – LUCs and LTM Off-base area LUCs – Gordon suggested getting all parties involved to discuss. Charles stated there would have to be a call every other week with Navy legal and others.
P-0712-01	Ongoing	Schedule a base tour for the October meeting
P-0712-02	Ongoing	Success Stories